MINUTES
NSPE House of Delegates Annual Assembly
July 20, 2013
Minneapolis, Minnesota

1. CALL TO ORDER
The 2013 NSPE House of Delegates (HoD) Assembly was called to order at 8:30 am by Assembly Chair and NSPE 2013-14 President Robert A. Green, P.E., F.NSPE.

1.1 Invocation
An Invocation was delivered by Christopher Doyle Jones, P.E., F.NSPE.

1.2 Pledge of Allegiance
Majella D. Stevenson, P.E., F.NSPE, led members of the House of Delegates and guests in the Pledge of Allegiance.

1.3 Roll Call (Attach 1.3)
NSPE Secretary, Mark J. Golden, FASAE, CAE, conducted the roll call of the House of Delegates after which it was determined that a quorum was in attendance.

1.4 NSPE Vision and Mission Statements (Attach 1.4)
The NSPE Vision and Mission statements were read by NSPE 2014-15 President Harve D. Hnatiuk, P.E., F.NSPE.

1.5 Welcome from the Minnesota Society of Professional Engineers
Kerry Cooley Bruggemann, P.E., welcomed the NSPE House of Delegates to Minneapolis, Minnesota and extended appreciation to the delegates for their support for the Minnesota Society of Professional Engineers’ Education Foundation.

2. REVIEW AND APPROVAL OF AGENDA
2.1 Minutes from July 14, 2012 HoD Assembly (Attach 2.1)
Green reported that the minutes of the July 14, 2012 HoD Assembly were approved electronically by unanimous consent on August 9, 2012.

2.2 Handout Review
Green reviewed the following handouts that were placed at the delegates’ seats:
2.2.1 Conflict of Interest policy, form and primer (Attach 2.2.1.A and 2.2.1.B)
2.2.2 NSPE Membership Year End report (see information items)
2.2.3 Processional line-up chart for Installation ceremony
2.2.4 Travel reimbursement form
2.3 Modifications to Agenda
Green called for modifications to the main agenda (NSPE Bylaw 15 requires a 2/3 vote of the delegates for an item to be added). Hnatiuk asked that the agenda be modified to include an item on the NSPE PAC under New Business. The agenda was modified with the addition of this item following the consent of 2/3 of the seated delegates.

3. ACKNOWLEDGEMENTS
3.1 Introduction of Guests in Attendance
Green introduced and welcomed the following special guests:
- Kathryn A. Gray, P.E., F.NSPE, Chair, American Association of Engineering Societies (AAES)
- Monte L. Phillips, Ph.D., P.E., F.NSPE, President-elect, ABET, Inc.
- Darryl K. Boyce, P.Eng, Vice President, ASHRAE, Inc.
- Shawn T. Kelly, F.ASLA, Vice President, American Society of Landscape Architects (ASLA)
- Stephanie Glyptis, Director, Air & Waste Management Association (AWMA)
- Robert S. Miller, III, P.E., F.NSPE, Chair, MATHCOUNTS Board of Directors
- Lou DiGioia, CAE, Executive Director, MATHCOUNTS
- Mark G. Soderlund, P.E., Vice President, National Academy of Building Inspection Engineers (NABIE)
- Gene Dinkins, P.E., PLS, President, National Council of Examiners for Engineering & Surveying (NCEES)
- Jerry Carter, Executive Director, NCEES
- Davy McDowell, P.E., Associate Executive Director, NCEES
- Dawn Edgell, P.E., Chair, Board of Governors, National Institute for Certification in Engineering Technologies (NICET)

From the Japan Society of Professional Engineers
- Takeya Kawamura, P.E., President, Japan Society of Professional Engineers

From Engineers Canada
- W. James Beckett, FEC, P.Eng, President, Engineers Canada
- Kim Allen, FEC, P.Eng, Chief Executive Officer, Engineers Canada

National Academy of Forensic Engineers (NAFE)
Green also welcomed members of the National Academy of Forensic Engineers (NAFE) and recognized NAFE President Paul R. Stephens, P.E., and NAFE Executive Director Marvin M. Specter, P.E., PLS, F.NSPE. The members of NAFE are attending their annual conference also in Minneapolis in conjunction with NSPE’s 2013 Annual Meeting and Leader Conference.

3.2 Introduction of NSPE and NICET Staff
Green recognized and thanked the following members of the NSPE and NICET staff who attended and assisted with this year’s Annual Meeting/Leader Conference:

From NSPE
- Mark J. Golden, FASAE, CAE, Executive Director
- Arthur E. Schwartz, CAE, Deputy Executive Director & General Counsel
- David Siegel, Director, Communications
- Kim Granados, CAE, Director, Membership and Professional Practice
- Polly Collins, CMP, Director, Meetings
- Stacey Ober, Senior Manager, Public Relations and Outreach
- Arielle Eiser, Senior Manager, Government Relations
- Erin Garcia-Reyes, Senior Manager, Professional Practice
- Rebekah Valerio, Human Resources Associate and Registrar for this year’s Annual Meeting
- Nancy Oswald, Manager, Executive Office
From NICET

- Michael A. Clark, CAE, Chief Operating Executive

4. ELECTIONS

4.1 Explanation of Voting Procedures

Green provided an explanation of the voting procedures that will be used in electing the 2013-14 NSPE Vice President and 2013-15 NSPE Treasurer. He noted that inasmuch as there is more than one candidate for each of these positions, elections will be conducted by individual paper ballot.

4.1.1 Appointment of Teller’s Committee

Green announced that a Teller’s Committee has been appointed to count, tabulate and validate all ballots. The membership of the Teller’s Committee is as follows:

- Michael L. Hardy, P.E., F.NSPE, Chairman
- Daniel D. Clinton, P.E., F.NSPE, Member
- Thomas “Dudley” Hixson, P.E., F.NSPE, Member

4.2 Report of Candidate Screening Committee (Attach 4.2)

Christopher M. Stone, P.E., F.NSPE, Chair, 2012-13 Candidate Screening Committee (CSC), referred to the CSC report that was previously transmitted electronically to all members of the HoD and was also included as an attachment to the Assembly agenda. He briefly summarized the process that was undertaken in reviewing and screening each candidate’s qualifications and credentials which also included personal interviews. He emphasized that the Candidate Screening Committee does not rank a candidate but only determines if he or she is qualified to serve. He recognized and thanked the following members of this year’s CSC for their participation and service:

- J. Scott Sands, P.E., F.NSPE, Central Region Representative
- Brian R. Weiss, P.E., NSPE, North Central Region Representative
- Kenneth Skinger, Esq., P.E., NSPE, Northeast Region Representative
- Clint R. Goodin, L.S., P.E., NSPE, Southeast Region Representative
- Jose Manuel Barrera, P.E., NSPE, Southwest Region Representative
- Jeffrey C. Wheaton, P.E., NSPE, Western & Pacific Region Representative

4.2.1 Introduction of Vice President Candidates (Attach 4.2.1)

Stone introduced the following two candidates for the position of NSPE 2013-14 Vice President (to serve as NSPE president in 2015-16).

- Timothy R. Austin, P.E., F.NSPE, nominated by the Kansas Society of Professional Engineers
- Craig N. Musselman, P.E., F.NSPE, nominated by the New Hampshire Society of Professional Engineers

Both candidates were provided the opportunity to address the delegates.

4.2.1.1 Remarks by 2013-14 Vice President Candidate Austin were provided to the delegates.

4.2.1.2 Remarks by 2013-14 Vice President Candidate Musselman were presented to the delegates.

4.3 Voting for the Position of 2013-14 Vice President

Green asked all voting delegates to cast their votes via individual paper ballot. All ballots were then collected and submitted to the Teller’s Committee for tabulation.
4.4 Introduction of Treasurer Candidates (Attach 4.4)
Stone next introduced the following two candidates for the position of NSPE 2013-15 Treasurer:
- Julia M. Harrod, P.E., F.NSPE, nominated by the Texas Society of Professional Engineers
- Warren E. Maddox, P.E., F.NSPE, nominated by the South Carolina Society of Professional Engineers

4.4.1 Remarks by 2013-15 Treasurer Candidate Harrod were presented to the delegates.

4.4.2 Remarks by 2013-15 Treasurer Candidate Maddox were presented to the delegates.

4.5 Voting for Position of NSPE Treasurer
Green again asked all voting delegates to cast their votes for NSPE Treasurer via individual paper ballot. All ballots were then collected and submitted to the Teller’s Committee for tabulation.

4.6 Introduction of 2013-14 Board of Directors (Attach 4.6)
Green introduced the following 2013-14 members of the Board of Directors who have been nominated/appointed in accordance with Bylaw 14(4)(b). Each was asked to stand as their name was read.

- Amy Barrett, P.E., NSPE, LEED AP  
  **Director, Central Region**  
  Term: 7/1/2013 – 6/30/2015
- John J. Martin, P.E., F.NSPE  
  **Director, Northeast Region**  
  Term: 7/1/2013 – 6/30/2015
- Karen L. Farley, P.E., NSPE  
  **Director, Southwest Region**  
  Term: 7/1/2013 – 6/30/2015
- David A. Rockstraw, Ph.D., P.E., NSPE  
  **Director, Interest Group - PEHE**  
  Term: 7/1/2013 – 6/30/2015
- D. Scott Wolf, P.E., PLS, F.NSPE  
  **Director, Young Engineers**  
  Term: 7/1/2013 – 6/30/2015
- Betsy Bailey, CAE  
  **President, State Society Executives Council**  
  Term: 7/1/2013 – 6/30/2014
- Leanne H. Panduren, P.E., F.NSPE  
  **President, NSPE Educational Foundation**  
  Term: 7/1/2013 – 6/30/2014
- Dawn Edgell, P.E., NSPE  
  **Chair, NICET Board of Governors**  
  Term: 7/1/2013 – 6/30/2014

4.6.1 Election of Board Members
Green noted that in accordance with Bylaw 14, Section 3, the following five (5) directors are to be elected by the House of Delegates. Election will be by simple majority.

- Amy Barrett, P.E., NSPE, LEED AP, Director, Central Region
- John J. Martin, P.E., F.NSPE, Director, Northeast Region
- Karen L. Farley, P.E., NSPE, Director, Southwest Region
- David A. Rockstraw, Ph.D., P.E., NSPE, Director, Interest Group (PEHE)
- D. Scott Wolf, P.E., PLS, F.NSPE, Director, Young Engineers

It was duly moved and seconded that the candidates for the NSPE 2013-14 NSPE Board of Directors be elected. Carried.
4.7 Ratification of 2013-14 Candidate Screening Committee (Attach 4.7)
Green introduced, and called for a motion to ratify, the 2013-14 Candidate Screening Committee as follows:

- Susan K. Sprague, P.E., NSPE (Pennsylvania)
  Northeast Region Representative
- Claude H. Hurley, P.E., NSPE (Illinois)
  Central Region Representative
- Britt Smith, P.E., NSPE (Missouri)
  North Central Region Representative
- George H. McCall, P.E., NSPE (South Carolina)
  Southeast Region Representative
- William F. Fendley, P.E., F.NSPE (Texas)
  Southwest Region Representative
- Kenneth A. Phillips, P.E., NSPE (Montana)
  Western & Pacific Region Representative
- Dan J. Wittliff, P.E., F.NSPE
  Chair

It was duly moved and seconded that the NSPE House of Delegates ratify the 2013-14 Candidate Screening Committee slate as presented. Carried.

5 YEAR END REPORTS

5.1 President’s Report (Attach 5.1)
NSPE President Wittliff reviewed the 2012-13 leadership goals to include reconnecting with NSPE state societies and regional partners, restructuring NSPE, engaging in self assessments, improving communications and technology, reshaping programs and activities, increasing the marketing of memberships, and the hiring of a new NSPE Executive Director. Wittliff highlighted the Race for Relevance initiative, budget and finance successes, additional membership offerings, improvements in marketing and communications, and the reasserting of NSPE’s role and value to the profession. He once again expressed his appreciation for the opportunity to serve as NSPE president and extended his gratitude to all those with whom he has had the pleasure and honor of working with this past year.

5.2 Treasurer’s Report (Attach 5.2)
NSPE Treasurer Panduren reported on NSPE’s 2012-13 fiscal year just ended, highlighting the following:
- year ended slightly in black,
- there was a reduction in capital expenditures,
- NSPE hired a new executive director,
- shortfall in dues, rent, advertising and EJCDC document sales offset by overall shortfall in expenses.

For the current 2013-14 NSPE fiscal year budget, Panduren reported:
- a planned decrease in anticipated revenues and expenses,
- a planned mid-year adjustment, and
- an increase in allocations for membership and marketing.

Panduren thanked the NSPE leadership and staff for their assistance and support during her four years as NSPE Treasurer.
5.3 Executive Director Report
Golden thanked the NSPE House of Delegates for the encouragement extended to him during this Annual Meeting. He highlighted many of the strengths that currently exist within NSPE and also the opportunities for improvements. Golden outlined his finance and budget priorities and his philosophy for moving the Society forward.

6. INTERNATIONAL GUESTS INVITED TO ADDRESS HOD
6.1 President, Engineers Canada
W. James Beckett, FEC, P.Eng, President of Engineers Canada, addressed the delegates on several key EC initiatives, including:
- mobility within Canada and internationally through mutual recognition agreements,
- foreign credentials’ recognition,
- a competency-based assessment system,
- the Canadian framework for licensure,
- best practices,
- steps in addressing the projected shortage of engineers in Canada, and
- increasing diversity within engineering in Canada.

6.2 President, Japan Society of Professional Engineers
Takeya Kawamura, P.E., President of the Japan Society of Engineers reported on several JSPE initiatives, including advocating an engineering licensure system in Japan, mentoring young engineers in Japan to encourage them to become licensed in the US, opportunities for professional development programs in Japan, and response to the 2011 Japanese tsunami.

7. REPORT OF THE TELLER’S COMMITTEE
7.1 Announce outcome of voting for NSPE Vice President
7.2 Announce outcome of voting for NSPE Treasurer
Hardy announced that Timothy R. Austin, P.E., F.NSPE, was elected 2013-14 NSPE Vice President and Julia M. Harrod, P.E., F.NSPE was elected 2013-15 NSPE Treasurer.

8. RACE FOR RELEVANCE IMPLEMENTATION & STRATEGIC PLANNING
Green reported that the Race for Relevance implementation process will continue in the year ahead. Green strongly encouraged the House of Delegates to use the House of Delegates e-mail list serve (hod@nspe.org) throughout the entire 2013-14 administrative year by generating questions, offering suggestions, making comments, and recommending actions. The list serve can also be an excellent vehicle for sharing important issues relating to the business of the House of Delegates, especially the HoD’s stipulated role in reviewing and approving 1) NSPE’s vision, mission and goals, 2) the NSPE Strategic Plan, 3) the NSPE Code of Ethics, and 4) NSPE’s Professional Policies. A potential topic for discussion via the list serve would be the value of NSPE Interest Groups at the national and state level. Hnatiuk also highlighted opportunities for reciprocal relations between and among NSPE and the state societies.

There was general discussion concerning Interest Groups at both the national and state level. There was common agreement that Interest Groups provide value, but there may be opportunities to streamline Interest Group operations and processes. Views were expressed that Interest Groups provide leadership training for young engineers, a cross-section breakdown of NSPE membership, the involvement and inclusion of younger engineers in programs and activities, as well as many other areas of value and importance.
9. **MATHCOUNTS PRESENTATION (Attach 9)**

Robert S. Miller, III, P.E., F.NSPE, Chair of the MATHCOUNTS (MC) Board of Directors, introduced MC Executive Director, Lou DiGioia, CAE, who expressed appreciation for the opportunity to tell the story of the outstanding work being done by large numbers of NSPE volunteers whose support and help are instrumental to MATHCOUNTS programs and operations. He also reported on several MATHCOUNTS programs and activities, including the MATHCOUNTS’ Competition Series, the National Mathclub Program, the MATHCOUNTS Solve-A-Thon Fundraiser and the Mathvideo Challenge. To recognize the dedicated efforts of NSPE volunteers and the many others who support MC both locally and nationally, a MATHCOUNTS Volunteer Coordinator Convention and Appreciation event will be held in October 2013.

10. **RECOGNITIONS**

10.1 **Special Recognitions – Race for Relevance**

Wittliff recognized the following individuals for their outstanding leadership of the task forces created at the 2012 NSPE Annual Meeting in support of NSPE’s Race for Relevance initiative:

**Membership Task Forces**
- **Timothy R. Austin, P.E., F.NSPE**
  Membership Task Force Oversight and Chair, Membership Delivery Systems, Communication & Technology Task Force
- **Julia M. Harrod, P.E., F.NSPE**
  Chair, Membership Retention Task Force
- **Frank J. Stanton, Jr., P.E., F.NSPE**
  Chair, Membership Marketing, Market Segmentation & Incentives Task Force

**Race for Relevance Task Forces**
- **Harve D. Hnatiuk, P.E., F.NSPE**
  Race for Relevance Task Force Oversight and Co-Chair, 2013 Conference Task Force
- **Polly Collins, CMP**
  Co-Chair, 2013 Conference Task Force
- **V. Alan Werner, P.E., F.NSPE**
  Chair, Program Validation & Evaluation Task Force
- **David Martini, P.E., NSPE**
  Chair, Program Prioritization Task Force
- **Warren E. Maddox, P.E., F.NSPE**
  Chair, Strategic Partnerships Task Force
- **David L. McCullough, P.E., F.NSPE**
  Chair, Self Assessment/Introspective Task Force

Wittliff then asked the many dedicated members who served on these task forces to stand and be recognized for their exceptional service.

11. **OTHER BUSINESS TO BRING BEFORE THE HoD**

There was no other business to bring before the House of Delegates.

12. **NEW BUSINESS**

12.1 **NSPE PAC**

Hnatiuk urged the members of the NSPE House of Delegates to contribute to NSPE’s Political Action Committee (PAC).
13. **ANNOUNCEMENTS**
   
   13.1 2014 NSPE Annual Meeting
   Hnatiuk thanked the members of the HoD for their suggestions and comments related to dates and locations for the 2014 NSPE Annual Meeting. Hnatiuk reported that the 2014 NSPE Annual Meeting will be held July 1-6 in Washington, DC. July 4th will be a free day without any formal NSPE activities. Details will be forthcoming.
   
   13.2 Special Recognition – MnSPE *(Attach 13.2)*
   Wittliff read and presented a Resolution of Appreciation to the Minnesota Society of Professional Engineers for their excellent assistance and leadership in connection with the 2013 NSPE Annual Meeting and Leaders Conference.
   
14. **ADJOURN**
   
   There being no further business to bring before the delegates, the 2013 NSPE House of Delegates Assembly was adjourned by Chair Green at noon.

**Informational Items:**
- NSPE Educational Foundation Year-End Report
- National Engineers Week Year-End Report
- NSPE Interest Group Year End Report
- NSPE Membership Year End Report
- NICET Year-End Report
- Report of NSPE Past Presidents